

**Scituate CPC est.2002**  
**COMMUNITY PRESERVATION COMMITTEE**

**Project Application Guidelines**

1. The CPC accepts project applications throughout the year.
  - If you have a project that you would like to be considered for the **Special Town Meeting**, which *may be held* in the fall, you need to fill out the Funding Request form with as much information as possible and submit it to CPC by **July 1**.
  - If you have a project that you would like to be considered for the **Annual Town Meeting**, which is held in April, you need to fill out the Funding Request form with as much information as possible and submit it to CPC by **October 1**.

The Committee will consider each application and decide whether it should be recommended for the Special Town Meeting or the Annual Town Meeting.

2. Each project must be submitted to the CPC using the **Funding Request Form**, which can be downloaded from the Town of Scituate CPC website page (<http://www.scituatema.gov/community-preservation-committee>)

How to submit your application:

- The application can be submitted by email (attaching any additional documents or maps, etc.) to Mary Sprague, Administrative Assistant ([msprague@scituatema.gov](mailto:msprague@scituatema.gov)).
  - If you prefer to submit a paper copy of your application, you will need to bring **10 copies** to Scituate Town Hall, Attention: Community Preservation Committee, 600 Chief Justice Cushing Highway, Scituate, MA 02066
3. The Committee will review all applications and schedule hearings for applicants to present their project and answer questions from the Board. These discussions may lead to the need for proposal revisions. If the CPC votes to approve your project, the applicant also will appear before the Board of Selectmen and Advisory Committee.

The recommended projects will then go before the Town Meeting for a vote where the Town can approve, reduce or reject recommended amounts for a project, by majority vote.

**If you have any questions about funding eligibility,  
or if you require additional information,  
please contact Mary Sprague, CPC administrative assistant at  
[msprague@scituatema.gov](mailto:msprague@scituatema.gov)**